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14 APR 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Space for Career Transition Program,
Office of Personnel

REFERENCE: Memo for D/OL from D/OP dtd 30 March 88,
Same Subject

1. The Office of Personnel has requested additional space for the newly created Career Transition Program (CTP), which will be operated by the Retirement Division. When Retirement Division relocates into the New Headquarters Building (NHB), the CTP function can be housed in the Employee Service Center being planned for the atrium.

2. In the short term, the CTP should be located near Retirement Division offices in Ames. Because Suite 826 Ames has been reserved for OIT for the last 6 months, but not used by them, we have reallocated 826 Ames to CTP. Later, after the Office of Personnel move to NHB, this space can then be reassigned to support OIT's external building requirements.

3. Notification to the Director of Personnel and the Office of Information Technology about the reallocation of Suite 826 Ames has been made.

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John M. Ray

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